

# PASADENA CONVENTION CENTER AND MUNICIPAL FAIRGROUNDS

## RENTER'S CHECKLIST

- { } INSURANCE– Tenant User Liability Insurance naming the City of Pasadena as the additional insured for a \$1,000,000 policy
- { } SECURITY– Must be handled by the Pasadena Police Department; **TEXT** (DO NOT CALL) Sgt. Zink at 832-955-2835 with your name, company name (if applicable), type of event, date of event, estimated attendance, and if there will be alcohol. He will call or text you back.
- { } EVENT SERVICE COMPANY– Equipment rental and set-up.
  - You will be allowed to use the company of your choice. **Must provide a copy of the company's insurance.**
  - We also have equipment you can rent (indoor venues only). You have an option to complete your own set-up/break-down or our staff can take care of this for a set-up fee (depending on set-up size). Payment for equipment and set-up are due 30 days before the event with a layout.
- { } CATERING – You can use the caterer of your choice. Caterer must carry required insurance and sign PCC Catering Agreement. Food and or Alcohol service fee(s) strictly enforced for both profit and non-profit events. Caterer information should be on file at least a month before the scheduled event.
- { } CONCESSIONS – Concessions will be handled by Pappa Yolk's Grill/No Name BBQ. Please contact [cateringnonamebbq@gmail.com](mailto:cateringnonamebbq@gmail.com) or by phone: 281-685-5236
  - A Concession buy-out is optional for food and/or alcohol. Health Department Permit, Insurance, and signed PCC Concessions Agreement required. Must follow TABC policies for alcohol.
- { } EMS – Event promoter required to hire EMS services as outlined in Statement of Policies.

## PAYMENTS

- { } 25% DUE WITH APPLICATION\*
- { } 25% DUE WITH CONTRACT\*
- { } 50% DUE 30 DAYS BEFORE YOUR EVENT (Equipment and set-up fees due at this time)
- { } Security Deposit, one half of the rental rate, will be due **45 days before** the event.
- { } 2% Late fee(s) apply for all late payment(s) unless otherwise arranged with Manager of Sales and Events.

\*The percentage due is based on an event being booked 4 months in advance and is subject to change depending on date event is booked.

- { } CONTACT – Person filling out application will need to be person signing all documents required for rental and billing of event. Copy of Picture ID required.

**281-808-6265** - WILL REACH THE FACILITY WORKER ON DUTY DURING YOUR EVENT

**Please review our Statement of Policies!**